

Records & Archives Mgt Committee

Minutes

June 22, 2007

2:00 pm

J.V. Fletcher Library

Mary Atwood Room

Minutes

Present were Ginny Moore, Chair, Bob Oliphant, and Kaari Mai Tari

Approval of Minutes

On a motion duly made and seconded, it was vote to approve the minutes of October 20, 2006, December 1, 2006, January 5, 2007, February 9, 2007, and June 6, 2007.

K. Tari will post meetings as set in the minutes of June 6, 2007.

Document Management Systems

Members discussed the need to have a document management system in place before the scanning projects begin. Because so many departments are involved in the projects, there should be one consistent system in place for the entire town.

- K. Tari will discuss this with IT Director Chris McClure and invite him to the next regular meeting (July 27th at 2:00pm).
- Find out how other departments are managing large volumes of electronic files.
- B. Oliphant will look to see if he can find how ancestry.com manages the many data files.
- Ask Sandy Martinez how school documents were managed electronically during her tenure.

The business meeting concluded at 2:30pm.

Work Session at the Town Clerk's Office

B. Oliphant and K. Tari were joined by Jane Hinckley at the Town Clerk's Office to work on records preservation projects.

- Two sets of files containing planning and zoning board of appeals applications and decisions were combined alphabetically by street name to be refiled in fire proof files away from the 40 year old oil tank in the basement.
- A box of veterans documents was moved from the basement vault to the Mary Atwood Room at the Library to be stabilized once volunteer assistance is available.

The work session concluded at 5:00pm.

Next Meeting will be held on Friday, July 27, 2007, 2:00pm at the J.V. Fletcher Library.